

**COUNCIL POLICY****CURRENT**

SUBJECT: COUNCIL POLICY MANUAL  
POLICY NO.: 000-01  
EFFECTIVE DATE: January 8, 1990

**BACKGROUND:**

The City Council of The City of San Diego is charged with the responsibility of establishing municipal policies to guide the various functions of the City and, where necessary, to establish procedures by which functions are performed. Regulatory policies established by the City Council usually are adopted by ordinance and included in the Municipal Code. However, other policies also are established which by their nature do not require adoption by ordinance. These policy statements adopted by resolution of the City Council need to be consolidated in a reference document for easy access.

**PURPOSE:**

It is the purpose of this policy to:

1. clearly state and compile policies of the City Council not covered by ordinance;
2. provide for the distribution of these policies to all concerned; and
3. establish procedures for the preparation, distribution and maintenance of Council policies and the "Council Policy Manual."

**POLICY:**

1. There is hereby established a "Council Policy Manual" which shall contain all City policy statements adopted by resolution of the City Council.
2. Generally, policy statements in this "Council Policy Manual" will include only such municipal matters for which the responsibility of decision is placed in the City Council by virtue of the City Charter, the Municipal Code, or specific ordinances and resolutions.
3. All policy statements of the City Council shall be prepared in writing and approved by resolution. Once approved, statements of policy will be reproduced, distributed, and included in the "Council Policy Manual" accompanied by the resolution number and date of adoption.
4. Each policy statements shall include: a) a brief background description of the problem, b) the purpose of the policy, c) the policy statements, d) other criteria or procedural sections as required, and e) cross reference notations as to appropriate provisions in the City Charter, Municipal Code, Administrative Regulations, etc.
5. The City Clerk shall be responsible for the preparation, continuing maintenance and distribution of the "Council Policy Manual," and additions or deletions thereto.
6. Copies of the "Council Policy Manual" shall be distributed to each non-managerial department head and to the City Manager and to such of their representatives as they may direct.
7. Copies of the "Council Policy Manual" shall be available to the general public at a cost established by the City Clerk.
8. Council Committees shall annually review the Policy Manual "Table of Contents" to determine which, if any, policies need review.

9. Each policy shall be assigned to a “responsible department” and it shall be the responsibility of departments so designated to 1) periodically review their assigned policies, 2) offer appropriate revisions as necessary, and 3) enter upon any subsequent revisions the cross reference notations mentioned in Item 4 above.

**PROCEDURE:**

1. The City Council or any standing committee or member thereof, the City Manager, non-managerial department heads, and City Boards and Commissions may originate draft policy proposals for formal consideration by the City Council.
2. The City Clerk shall be responsible for the assignment of tentative and final policy numbers and titles to a proposed policy draft. For these purposes, he shall be consulted prior to the preparation by the originating department of the draft policy.

Prior to preparing the draft policy, the originating department will obtain a copy of the current policy from the City Clerk.

3. Drafts of proposed Council policies and amendments to existing policies shall be processed in accordance with the provisions of the Permanent Rules of the Council. Such drafts shall be referred to the appropriate Council Committee for discussion, analysis and preliminary action.
4. Upon approval by the appropriate Council committee, the draft policy shall be delivered to the City Attorney for preparation of a resolution of adoption. Such resolution shall be prepared and processed in accordance with Rule 28 of the Permanent Rules of the Council. A strike-out version of the draft policy shall be prepared and forwarded with the resolution.
5. Proposed policies will then be presented for Council consideration. If Council approves a policy and directs revisions, the originating department will make the changes and forward a final draft and strike-out version to the City Attorney before publication by the City Clerk.
6. After official adoption by the City Council, the City Clerk shall be responsible for duplication of the statement of policy and distribution.
7. As required, the City Clerk shall update the Table of Contents and Cross Reference in the “Council Policy Manual.”
8. Each July the four Council Committees shall review an updated table of contents to determine which, if any, policies they wish to review.

**HISTORY:**

Adopted by Resolution R-169938 03/15/1962  
Amended by Resolution R-191955 10/26/1967  
Amended by Resolution R-211429 08/29/1974  
Amended by Resolution R-252047 06/16/1980  
Amended by Resolution R-274932 01/08/1990